



# Recruitment Policy

## *Document Control*

Version	Approved by/date	Next review due
V1.0	Board May 19	May 2022
V1.1	Board April 22	Apr 2025
V1.2	Board April 2025	Apr 2028

# Recruitment Policy

## 1. Introduction

The purpose of this policy is to set out Bedford Creative Arts' policy and process for safely and fairly recruiting staff, trustees and volunteers.

Any new appointment should be made in line with this policy.

This policy does not apply to freelance personnel (including artists and consultants) who are considered suppliers and should be contracted in line with our procurement rules as defined in our Financial Controls & Delegated Authority Policy.

## 2. Equal Opportunities & Diversity

Bedford Creative Arts is an Equal Opportunities Employer which means that all job applications will be judged on the candidate's individual merit and abilities in relation to the job description and person specification for the role. No applicant will be unfairly discriminated against on the basis of any protected characteristic (as defined in the Equality Act 2010), by their wealth or class background, or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Bedford Creative Arts may choose to take positive action in its recruitment in order to address under-representation in its staff or volunteer workforces. Where there are equally qualified candidates for a role, a candidate may be chosen for their demographic qualities in order to ensure better representation of our beneficiaries in our team. We will not prejudice any applicants that do not come from an under-represented background if they have the skills and knowledge to undertake the role.

## 3. Process for Recruiting Staff

### 3.1 Approval to Recruit

All recruitments should be managed by the Director, involving the relevant line manager in the process and the Virtual Administrator.

If the vacant post is an existing post, then recruitment can begin immediately once the vacancy is known.

If a new post is being proposed, advance approval must be sought by the Board of Trustees to ensure that the business case and budgetary provision is in place for the role.

### 3.2 Review the Role

The role Job Description & Person Specification (JD) should be reviewed to ensure it is fit for purpose.

Person Specifications should be written in a way that clarifies the skill, knowledge or experience being requested and does not clarify how that skill, knowledge or experience may have been acquired. For example, a PS should not request GCSE Maths without good reason. If maths skills or knowledge are required, this can be provided in a number of ways and not just by the existence of a GCSE qualifications and so care should be taken to write requirements openly to enable candidates to demonstrate their fit.

The salary should be benchmarked to ensure it is still appropriate and approved by the Director if it needs to be changed.

Any safer recruitment requirements for the role should be identified if required (e.g. DBS checks).

### **3.3 Advertise the Role**

A Recruitment Pack should be prepared for the role including background on the organisation, the JD/PS, a summary of key terms and conditions for the role and how to apply. This should explain the process for applying (typically we recommend a CV and covering letter with an Equal Opps Monitoring Form or an audio or video equivalent).

These details should be uploaded to our website.

All new positions should be advertised internally as well as externally.

Free publications may be used. The Director should confirm any available budget for paid advertising.

Effort should be made to ensure that roles are advertised in places where they can be seen and accessed by people from under-represented backgrounds. An Equalities Impact Assessment is recommended to consider how the Recruitment Pack, advertising copy and locations as well as the forthcoming recruitment stages can be made as accessible and embracing of diversity as possible, where time allows.

The Recruitment Pack must contain a statement about our commitment to equality and diversity, a statement about which backgrounds are currently under-represented in our team, and the appropriate data privacy notice. It should also indicate that efforts will be made to accept other forms of application for those with additional access needs. Anyone with an access need must have it provided for if they are invited to interview. If any safer recruitment screenings will apply these should also be stated.

### **3.4 Selection process**

At least two people need to be involved in the evaluation of candidates and interview process to prevent bias.

As a minimum, candidates should be considered on the merit of their application and at least one face to face interview.

Any conflicts of interest should be declared in advance of any assessment (e.g. if an assessor personally knows a candidate) and the Director or a Trustee should be consulted to consider the impact of potential bias and whether that may exclude a staff member from the selection panel.

Each application should be considered against the person specification in the job description and fairly scored using an agreed scoring criteria.

Answers to interview questions should also be scored with all candidates being offered the same questions at interview. Notes should be retained that explain scores given by interviewers,

No personal data (e.g. name, gender, address etc) should be analysed in the scoring or selection of any candidate. Only information that relates to their ability to match the person specification can be scored.

Only if multiple candidates of equal measure achieve the same score could any other information about the candidate be used for selection to enable positive action.

Candidates should be kept informed of how the process is unfolding if there are any delays in making a decision. All candidates should receive a response at every stage of the process whether successful or not.

### **3.5 Appointment & Contracting**

Once a successful candidate has been identified, they should be offered the position subject to contract and references.

Two professional references must be obtained.

Terms and conditions should be negotiated by the Director.

Once satisfactory references have been received and any other pre-appointment checks (Right to Work Documentation, DBS checks etc) a start date should be agreed.

Signature of contract must take place on or before their start date.

### **3.6 Talent Bank**

Unsuccessful candidates will be notified and will be granted the opportunity to remain in our Talent Bank in case other vacancies arise of relevance. If accepted, their details will be retained for up to 3 years for this purpose only and in a secure location accessible by the Director, VA and Senior Managers only.

### **3.7 Inducting Staff & Probation**

All employees will receive an induction with their line manager on their first day at work which includes reading the Staff Handbook. Their line manager is responsible for ensuring that their training needs are assessed and a training plan put in place as necessary. This will include ensuring they are aware of all policies and procedures relating to safety.

Contracts should be offered with an initial probation period. Line managers should ensure regular contact and supervision during this period and will manage any improvements required in line with the company's Performance Improvement Policy.

## 4. Process for Recruiting Volunteers

Volunteers, including work experience, work placements, unpaid internships and any other unpaid role should be asked to provide an application for the role and should have at least one face to face meeting/interview to assess their abilities before appointment.

A written description of the volunteering role should be provided for their understanding and they should be issued with a line manager.

On or before their first day at work they should have their Right to Work in the UK checked and be asked to sign a written Volunteer Agreement outlining their understanding around issues such as company policy, confidentiality etc.

## 5. Process for Recruiting Trustees

### 5.1 Seeking new Trustees

The Board of trustees must not exceed 10 at any one time and it is desirable for the number of trustees not to be less than 6 at any time.

Before new appointments begin, a review of the latest Skills Audit should take place and the skills required for a new trustee should be agreed by the Board and Director.

At a minimum all vacancies should be advertised on the company's website however in addition individuals may be approached and encouraged to apply for the role that fulfil these requirements.

A role description should be reviewed and given to any potential candidates, including guidance on the legal governance role of a trustee.

### 5.2 Initial Enquiry

Any Board members interested in the role should make an initial enquiry to the Director. The Director will arrange an informal meeting or phone call to ensure that the candidate:

- Understands and is enthused by the work of BCA
- Understands the role of a trustee
- Approximately meets the key skills required in the gaps on the latest Board Skills Audit

They will also be offered the opportunity to have an informal meeting or phone call with the a Trustee for this purpose.

### 5.3 Written Application & Interview

If the informal discussion is successful, the candidate will be invited to supply a CV and covering letter (in written, audio or video format) explaining their interest in becoming a trustee. They should also complete a Skills Audit Questionnaire.

This will be considered by a panel comprising the Director, Chair and at least 1 other trustee.

Candidates that the panel agree fulfil the needs of the Board will be invited to a panel interview.

If successful, the candidate will be invited to observe a forthcoming Board meeting to consider whether they would like to accept the role.

After that meeting, they will be given the opportunity to accept or decline the role.

## 5.4 Induction

Once appointed, the new trustee will be invited to an induction meeting with the Director. This will provide the candidate with a chance to:

- Complete any registration paperwork required and have ID checked.
- Be taken through the key documents of the organisation including:
  - Relevant company policies
  - The Business Plan and Strategic Aims
  - Key strategies of the organisation
  - Financial documents and latest accounts

If any training needs are identified, training will be agreed and arranged.

The new trustee will also be invited to meet the staff team.

## 6. Data Protection

Bedford Creative Arts has an Information Governance Policy to ensure it is compliant with data protection legislation. All information on applicants, volunteers, trustees and employees is obtained legally and sensitively and stored confidentially with access control.

Employee information will be stored for 6 years after employment ceases.

Unsuccessful applicant information will be destroyed once a recruitment process has completed and probation has ended, unless the applicant has requested to remain in the Talent Bank.

## 7. Safer Recruitment

Roles that have access to vulnerable people or their data should include a DBS Check and screening process as outlined in our Safeguarding Policy.

## 8. Responsibilities

*The Board of Trustees* are responsible for ensuring Bedford Creative Arts has Recruitment Policy in place and that it is reviewed regularly.

*The Director* has responsibility for ensuring the maintenance, regular review and updating of this policy and for ensuring that clear procedures and guidance supporting the application of this policy are in place, available to all staff and regularly reviewed.

*All those persons referred to within the Scope of this policy* are required to adhere to its terms and conditions.

## 9. Review

This policy and procedure will be reviewed *3 years* after the date shown on the front page or when necessary following changes in legislation or other relevant events.

## 10. Other Relevant Policies

- Information Governance Policy
- Safeguarding Policy
- Staff Handbook
- Trustee Handbook

## 11. Legal Framework

- Data Protection Act, 2018
- General Data Protection Regulations (EU) 2016/679
- Equality Act 2010
- Rehabilitation of Offenders 1974
- Safeguarding Vulnerable Groups Act 2006
- Immigration, Asylum and Nationality Act 2006
- Employment Rights Act 1996